

Trustees of the Manchester City Library
Main Library – Hunt Room
Minutes – January 20, 2009

Approved

Called to order the Monthly Meeting at 3:35pm.

In Attendance: Trustees Steve Solomon, Joanne Barrett, Patricia Cornell, Jeff Hickok, Jack Shea, Monique Brown and Chair Karen Sheehan Lord. Also, present Library Director Denise van Zanten, Librarian Steve Viggiano, Bill Sirak and Charles Matthews from Citizens Bank.

Excused: Alderman Sullivan

Minutes: Motion made by Trustee Barrett to accept the minutes of the regular board meeting held on December 15, 2008, seconded by Trustee Cornell, all in favor.

Programming Committee Chair Steve Viggiano spoke about upcoming programs and about the programming committee. Steve also wanted to thank Trustees for their appreciation of programs going on in the Library. Trustees thanked Steve and the committee for all their hardwork.

Monique Brown's nomination as Trustee will go before the Board of Mayor and Alderman at the Joint meeting to be held tonight at City Hall.

Charles Matthews gave the Trustees a report on the investment portfolio. Not too many changes from previous discussion. Many industrial stocks are not doing well. Charles is fairly pessimistic that the market will turn around any time soon and it will take time and patience. What he would like to see are 3 things:

1. Financial stock growth
2. Credit spreads tightening
3. Consumer spending

Director's Report:

Personnel: Four finalist will be interviewed on Friday, January 24th for the 2 Clerk I positions. Director reported to the Trustees about issues with late arrivals and a problem with items being removed from the staff kitchen.

Budget – Meeting with the Mayor is scheduled for January 26th at 9 am. Trustees Barrett, Hickok and Chair Sheehan Lord will attend with Director van Zanten. Talking points were given out for Trustees review. If there are any questions, please call Director van Zanten.

Library is a warming station in the winter and a cooling station in the summer.

Userful Update – Jenny Angell looked over contract and suggested some changes and the software company has an indemnity clause. Contract has been sent over to Tom Clark at the City Solicitors. Only Mayor and Aldermen can indemnify. Lichen will check with company to see if they can take out clause or reword it.

Security – First responders will be handled by Day & Zimmerman. Their charge is \$16.00 per visit. This will be for the branch as well. Director van Zanten and Branch Librarian Basbas will not longer have to come for false alarms. They will be called only in emergencies.

Trustees were asked to approve the spending of \$979.00 for 4 new sensors to add to the Main library's security system. Motion was made to approve to expend \$979.00 to install 4 sensors by Trustee Barrett, seconded by Trustee Solomon, all in favor.

Library was notified that we are beneficiaries in the estate of Angele F. Hansel.

Circulation Fines – Polaris notices went out to clean out patron records. Anyone owing money over \$10.00 received a notice, at \$25 we send the account to collections.

New change in Library Law RSA 201-D:11 Section I to cover electronic formats. This is House Bill 157.

Cote Estate – no follow-up as yet. Report findings at February meeting.

Director van Zanten will be on vacation from February 11-15th.

Finance Report

Was discussed within the Director's report under budget.

Foundation Report

Foundation met on Thursday, January 15th, \$4,800 has been given to the Holiday appeal. Fundraiser will be held all on the 1st floor of the Library. Keri from Tidewater will work with Dan Scanlon, Chair of the event, to assist with the arrangements. Tickets will be \$50.00. Jane Cleland will be the author and will be launching her new book. Rebecca Rule will be interviewing. Library will have to close early to prepare.

Old Business – None at this time.

New Business: Trustee Bylaws were reviewed. Motion was made by Trustee Barrett to change Article IV-Section 1 to state as follows: Nomination of officers shall be made at the regularly scheduled meeting held in the month of June, seconded by Trustee Solomon, all in favor.

Trustee Barrett asked the board if someone could be the Liaison on the Foundation Board since she can't make all the meetings. Trustees will see what can be done.

Schedule review of Trustee Bylaws in the Fall.

Monthly meeting will be held on Tuesday, February 17 at 3:30pm .

Adjourned at 4:50pm